# California Department of Conservation Solicitation Notice and Application for:

# **Multibenefit Land Repurposing Program**

# FINAL February 22, 2022



#### At A Glance

#### **Program**

The Multibenefit Land Repurposing Program seeks to increase regional capacity to repurpose agricultural land to reduce reliance on groundwater while providing community health, economic wellbeing, water supply, habitat, and climate benefits.

#### **Funding Source**

This program is funded by the Budget Act of 2021 (SB 170, Ch. 240, Stat. 2021)

Critical Dates (proposed, subject to change)

Public Comment Period Closes—January 31, 2022 Solicitation Notice and Application released— February 22, 2022 Applications due— April 1, 2022 Awards Announced—May16, 2022

#### **Contact for Questions**

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#### Section 1: Introduction and Program Summary

## **Background**

Implementation of the Sustainable Groundwater Management Act ("SGMA") necessitates coordinated management of landscapes to minimize economic, social, and environmental impacts from the transition of agricultural lands in areas of groundwater overdraft to less water intensive land uses while providing benefits to local and regional communities. The Multibenefit Land Repurposing Program seeks to increase regional capacity to repurpose agricultural land to reduce reliance on groundwater while providing community health, economic wellbeing, water supply, habitat, renewable energy, and climate benefits.

## **Multi-Agency Implementation**

The Multibenefit Land Repurposing Program will be led by the Department of Conservation ("Department") and implemented in close partnership with multiple state and federal agencies. This partnership will help the Department structure the program so that it can efficiently respond to specific regional needs related to SGMA implementation and land repurposing, as well as provide support to grantees throughout program implementation.

An Agency Advisory Group comprised of representatives from state and federal agencies will provide ongoing guidance to the program and coordinate the alignment of technical and other grant program resources to support the goals of the program. While the Advisory Group will have an adaptive membership model, the initial participants include:

- CA Department of Conservation
- CA Department of Water Resources
- CA Department of Food and Agriculture
- CA Department of Fish and Wildlife
- CA Wildlife Conservation Board
- Governor's Office of Business Development
- CA Strategic Growth Council
- US Natural Resources Conservation Service
- US Fish and Wildlife Service.

The Agency Advisory Group will directly consult with non-member agencies, including regulatory agencies, on an as-needed basis to inform the program.

#### Vision

This program is part of a suite of complementary programs administered by the Department of Conservation Division of Land Resource Protection's Conservation Unit. These programs protect, restore, and enhance natural and working lands through capacity building, land-use and project planning, and implementation funding. The programs operated by the Conservation Unit include:

- Agricultural Land Mitigation Program
- California Farmland Conservancy Program
- Sustainable Agricultural Lands Conservation Program
- Working Lands and Riparian Corridors Program

These programs address the land element of the Department of Conservation's mission, which is to balance today's needs with tomorrow's obligations by fostering the wise use and conservation of energy, land, and mineral resources.

# **Program Authorization and Funding**

This program is funded by the Budget Act of 2021 (SB 170, Ch. 240, Stat. 2021), which appropriated \$50 million to the Department to fund groundwater sustainability projects that reduce groundwater use, repurpose irrigated agricultural land, and provide wildlife habitat. The appropriation provides three years (June 30, 2024) to encumber and two years (June 30, 2026) to fully liquidate program funds.

Grants up to \$10 million each will be awarded as block grants to regional or basin-scale organizations to develop and implement land repurposing programs. Block grant recipients will then award subgrants and contract to achieve the program deliverables. The Department reserves the right to increase grant awards above \$10 million as funding allows.

\$2 million will be awarded to one entity to provide statewide technical assistance and facilitate communication and collaboration necessary to meet the purposes of the program.

Up to \$5 million in grants will be awarded to federally recognized and non-federally recognized California Native American tribes on the contact list maintained by the Native American Heritage Commission to plan for, develop, and implement multibenefit land repurposing projects within the eligible groundwater basins identified in Section 2. This funding may also be used to increase regional block grant awards where the block grant recipient partners or collaborates with a tribe to plan for, develop, and/or implement multibenefit land repurposing projects.

Up to 5% of the funds available under this program may be used by Department of Conservation to administer the program.

#### Goals

The primary goals of the Program are to:

- Support coordinated, regional and basin-scale efforts to achieve groundwater sustainability in critically overdrafted basins and in high and medium priority basins where a state emergency drought declaration has been declared
- Support long-term repurposing of lands least viable for agriculture and multibenefit opportunities that convert land to less intensive water uses while maintaining natural and working lands
- Provide short- and medium-term drought relief
- Support regional efforts to sustain land-based economies that are impacted by groundwater sustainability measures
- Reduce groundwater use
- Create or restore wildlife habitat and wildlife connectivity, including seasonal wetland habitat to replenish aquifers
- Improve groundwater supply, including through groundwater recharge, improved baseflows in rivers and streams, and groundwater supply improvement for fish and wildlife habitat
- Support nature-based solutions to reduce the impacts of hazards on lives, property, and the economy from overdrafted groundwater basins

- Provide benefits to disadvantaged communities and socially disadvantaged farmers and ranchers
- Foster partnerships and collaboration among diverse entities to enable regional scale leadership to meet this program's goals
- Develop scalable, transferable land repurposing models
- Support farmer, rancher, and farm worker leadership in multibenefit land repurposing strategies and project implementation
- Provide flexible and efficient program administration so that grantees can lead expeditious and adaptive programs to meet their needs.

# **Disadvantaged Communities**

The Budget Act of 2021 requires that the Department of Conservation prioritize the achievement of disadvantaged community benefits when implementing this program. For the purposes of this program, a disadvantaged community is defined as a community with a median household income less than 80 percent of the statewide average. This may include protection of community air quality, improved drinking water supplies, and creation of recreational spaces and community-agriculture buffer zones

#### **Section 2: Regional Block Grants**

# **Eligible Applicants**

Eligible regional block grant applicants are: (1) Groundwater Sustainability Agencies ("GSAs"), (2) federally recognized California Native American tribes, (3) non-federally recognized California Native American tribes on the contact list maintained by the Native American Heritage Commission; (4) public agencies; (5) nonprofit groups with 501(c) status; and (7) Watermasters implementing an approved groundwater sustainability plan or approved alternate plan.

Eligible applicants that are not Groundwater Sustainability Agencies or tribes must partner with at least one Groundwater Sustainability Agency to submit an application. The application must include a resolution or letter from the Groundwater Sustainability Agency (ies) stating their support for the project, and how the Groundwater Sustainability Agency will be involved in the applicant's work.

Eligible applicants must also be either: 1) locally-based, which is defined as an entity that maintains a local office and focuses on issues within or proximal to the region or basin that is the focus of the application; or 2) non-local, where there are strong local partnerships between the applicant, the local GSA(s), and other important stakeholders.

## **Partnering and Collaboration**

This grant program requires partnering and collaboration among stakeholders within regions or basins. Proposals should demonstrate multiple, committed partnerships and extensive collaboration with other agencies, organizations, entities, and individuals with interests in their proposal area.

Partnering is defined as commitments by other organizations, government agencies, private citizens or volunteer groups to provide funds or in-kind services. Partners will be eligible to receive program dollars to support their participation in work toward the program deliverables. Partnerships must be initially evidenced by letters of commitment that explain the relationship between the partner and block grant recipient and outline the partner's contributions to the program. As land repurposing projects progress toward implementation, the Department will require partners to enter into memoranda of understanding with the block grant recipients to formalize roles.

Collaboration is defined as working with other organizations, government agencies, groups, and individuals to ensure that all entities work in agreement and are non-duplicative of each other's activities, and to ensure that diverse interests are meaningfully incorporated into the block grant recipient's work. Collaboration may be evidenced by letters of support, signed agreements, board resolutions, or other signed documents.

# **Eligible Groundwater Basins**

Eligible proposals are those that address a project area as defined by the applicant and comprised of one or more SGMA critically overdrafted basins managed under an approved groundwater sustainability plan or alternate plan, one or more high- or medium-priority groundwater basins where a state emergency drought declaration has been declared, or a combination of the two. A map of eligible basins is provided in Appendix A.

#### **Regional Block Grant Deliverables**

Regional block grant recipients must include each the following activities in their scope of work:

- Develop a Multibenefit Agricultural Land Repurposing Plan to reduce reliance on groundwater while providing regionally appropriate benefits, including community health, economic wellbeing, water supply, flood resilience, habitat, renewable energy, and climate benefits;
- 2. Complete **project development and permitting** to generate implementation-ready projects to repurpose agricultural lands for funding consideration;
- 3. Implement land repurposing projects that achieve multiple benefits;
- 4. Support capacity needs of partners to achieve the deliverables of the grant;
- 5. Conduct **outreach**, **education**, **and training** as needed to facilitate and build capacity to implement the above activities; and
- 6. Conduct **monitoring** to ensure defined conservation outcomes from projects have been achieved and maintained for the agreed upon duration the benefit.

The majority of each block grant recipient's budget should go toward project development and project implementation. Block grant recipients may conduct work toward each deliverable in parallel or sequentially as is appropriate for their region and the successful implementation of their grant.

Multibenefit Agricultural Land Repurposing Plans

Each block grant recipient must use a portion of this funding to develop a Multibenefit Agricultural Land Repurposing Plan that identifies and prioritizes land repurposing strategies and projects to address groundwater sustainability within their region. Plans must be consistent with the relevant Groundwater Sustainability Plan(s) for the region and prioritize projects that provide meaningful benefits to disadvantaged communities and socially disadvantaged farmers and ranchers.

Desired outcomes from the Plan's development and implementation include:

- Identification and prioritization of agricultural land repurposing strategies and projects that can be implemented at scale within their region
- A quantifiable estimate of project benefits, such as reduction in groundwater demand, quantity of recharge, stream flow improvement, or habitat acreage/quantity
- Protection of long-term viability of agricultural economies through support for agricultural systems with flexible water demand and sustainable groundwater management
- Attainment of strong regional support for the Multibenefit Agricultural Land Repurposing Plan and identified projects through broad inclusion of stakeholders and partners
- Development and management of a broad collaborative structure and effective networks of partners and collaborators

- Coordination of agricultural land repurposing efforts across land ownerships
- Resource and habitat connectivity
- Identification of habitat restoration opportunities that are located adjacent to land with high habitat value and provide habitat for endangered plant or animal species
- Identification of adaptive management strategies to avoid adverse impacts on neighboring properties of repurposed lands
- Economic development planning to support regional land-based economies through sustainable groundwater management implementation
- Durable, long-term benefits that meet the program goals
- Short- and medium-term emergency groundwater demand reduction to address environmental or public health needs caused by drought
- Benefits to disadvantaged communities and socially disadvantaged farmers and ranchers
- Tribes' ownership, co-ownership, co-management of, and access to the land
- Support for local jobs, local communities, small businesses, and local economies.

Desired outcomes from the priority projects identified in each Plan should be consistent with the outcomes listed for Land Repurposing Projects below.

#### **Fach Plan must:**

- be developed in coordination with the applicable groundwater sustainability agency, farmers and ranchers, local/state/federal agencies, local disadvantaged communities, tribes, non-governmental organizations, and environmental justice organizations
- be consistent with the applicable Groundwater Sustainability Plan
- Include a description of all disadvantaged communities in the region and the extent to which the program will benefit those communities
- Identify a clear process for engaging disadvantaged communities in project development and implementation.

Block grant recipients should ensure that their plan is consistent with the best available state, regional, and local data (water, climate, habitat, etc).

Block grant recipients will lead the development of the Plan for their region, partnering directly with organizations in their region through sub-contracts or other agreements as needed throughout the process.

Block grant recipients and partnering entities will work in coordination with the Department, the Agency Advisory Group, and the statewide support entity to ensure that the Multibenefit Agricultural Land Repurposing Plan is consistent with the program's goals and desired outcomes for plans.

If a comprehensive multibenefit agricultural land repurposing plan already exists for the region and substantially meets the requirements above, that plan may be used in lieu of

development of a new plan, at the discretion of the Department. Block grant recipients may also incorporate relevant portions of existing plans into their Multibenefit Agricultural Land Repurposing Plan as applicable.

Land Repurposing Project Development and Permitting

Block grant recipients must use a portion of this funding to support preliminary project development and permitting activities for the priority projects identified in their Plan or previously contemplated projects that were identified prior to development of the Plan and already have regional support. Developing and completing permitting for these projects should ensure that projects are ready to receive implementation funding from state and non-state programs. These projects should contribute to the desired outcomes identified for land repurposing projects.

To ensure that disadvantaged communities are engaged in and meaningfully benefit from projects developed using this funding, as part of a project's development, block grant recipients must:

- Identify and describe the disadvantaged communities near the proposed project
- Describe to what extent each disadvantaged community near the proposed project will benefit from the project or, if no benefit is provided to a particular disadvantaged community, provide justification why
- Describe the process by which the block grant recipient will engage with the relevant disadvantaged communities in the project's development and implementation
- Engage the relevant disadvantaged communities in the project's development

Project development and permitting may occur in parallel with the development of the Plan pursuant to consultation with the Department.

Desired outcomes for project development and permitting include:

- Completed project design and permitting
- Established non-state partnerships, support, and funding, as well as broad partnerships with regional stakeholders
- Completed memorandums of understanding with project partners to implement projects
- Developed pipeline of multiple years of implementation-ready projects that meet the goals of the Plan available for funding consideration
- Integrated benefits to disadvantaged communities and tribes

Land Repurposing Project Implementation

Block grant recipients must use a majority of their grant to implement multibenefit agricultural land repurposing projects that achieve the goals of the program. Projects must result in multiple benefits lasting at least 10 years, unless they are directly responding to a state emergency drought declaration, in which case, benefits must be reasonably durable.

Block grant recipients must prioritize projects that:

- Meaningfully benefit disadvantaged communities
- Are conducted on lands that are least viable for irrigated agriculture
- Contribute to resource connectivity (e.g., connectivity of habitat, agricultural landscapes, renewable energy centers, etc.)

Multibenefit projects are those that provide both groundwater sustainability benefits as well as at least one other community health, economic wellbeing, habitat, flood, renewable energy, or climate benefit.

Block grant recipients should identify regionally appropriate project opportunities throughout the grant period.

Block grant recipients will work with the statewide support entity to identify performance measures to assess desired outcomes of projects.

Block grant recipients should propose the most effective means to implement projects to meet their goals. This may include subcontracting with conservation partner organizations, paying farmers and ranchers to lead implementation, working with academic institutions, or other options as appropriate.

The program encourages early action on funding-ready implementation projects while supporting thoughtful development of project priorities through the Multibenefit Agricultural Land Repurposing Plan. Land repurposing projects funded by this program must be consistent with the Groundwater Sustainability Plan for the area and may either be identified through the Multibenefit Agricultural Land Repurposing Plan or pre-identified, shovel-ready projects that meet program requirements and maximize the project outcomes outlined below.

Examples of strategies and projects that may be funded include:

- Rewilding landscapes, including through creation or restoration of habitat such as pollinator habitat, wetland habitat, upland habitat, and riparian habitat
- Creation of multibenefit recharge areas
- Restoring floodplains
- Transitioning irrigated land to dryland farming or non-irrigated rangeland
- Transitioning to less water intensive crops, including for native seed production
- Planting cover crops or conservation cover
- Reestablishment of tribal land uses
- Implementation of tribal cultural practices
- Facilitation of renewable energy projects that have an overall net GHG reduction
- Creation of parks or community recreation areas
- Incentive payments to landowners, farmers, and ranchers to implement multibenefit land repurposing projects that create a public benefit for at least ten years
- Land acquisitions to facilitate land repurposing and protect repurposed land uses
- Voluntary land transfers to tribes or qualified public entities to facilitate land repurposing and protect repurposed land uses
- Easement acquisitions, including conservation easement and flood easement acquisitions, to facilitate land repurposing and protect repurposed land uses

The block grant recipient will work with the Department to develop reasonable incentive payments to landowners, farmers, and ranchers to implement multibenefit land repurposing projects.

Land acquisitions, land transfers, and easement acquisitions must occur in conjunction with at least one non-acquisition land repurposing strategy or project type on the acquired land.

Desired outcomes for land repurposing projects include:

- Reduced groundwater use
- Increased groundwater recharge
- Improved baseflows in rivers and streams
- Transition of land to less water intensive, regenerative uses while maintaining natural and working lands
- Creation and/or restoration of wildlife and pollinator habitat and/or migratory resources
- Protection of cultural resources
- Improved water quality
- Land use agreements to accomplish prioritized opportunities
- Quantified achievement of multiple benefits of the program
- Incorporated participation from multiple partners, collaborators, and funding sources
- Replicability and scalability
- Integrated benefits to disadvantaged communities and tribes
- Increased community outreach, involvement, and education
- Increased regional workforce development opportunities and support of local business
- Diversified economic opportunities.

Funding for project implementation will only be released upon Department review of individual projects and confirmation that said projects are consistent with the goals of the program.

SB 170 (Committee on Budget Statutes of 2021-22) requires that any groundwater recharge achieved through these strategies and projects must be subtracted from any calculation by the Groundwater Sustainability Agency from the groundwater available for extraction by water users for the duration of the benefits paid for by the program. Payments for benefits must be linked to the achievement and delivery of the defined conservation outcomes for the project and the duration of those outcomes.

#### Partner Capacity Needs

The program requires broad partnerships with entities to participate in regional planning, project development, and project implementation, and support broader block grant implementation to achieve the program's goals. Block grant recipients must develop mechanisms to support the critical capacity needs of their partners to ensure their participation can be sustained and meaningful and to meet program goals.

The Department will work with the block grant recipient and fiscal control entities to determine whether actual expenditures are reimbursable, but examples of partner capacity needs that should be considered include:

- financial compensation for program staff time
- minor office materials
- compensation for participation by non-paid members of organizations that bring specific expertise to the grant.

#### Outreach, Education, and Training

Critical to all the above activities, the Multibenefit Land Repurposing Program intends to support outreach to a broad and diverse range of communities within each region to develop a comprehensive understanding of and support for the program. This includes block grant recipients' outreach to and engagement of farmers, ranchers, and disadvantaged communities in the development of Multibenefit Agricultural Land Repurposing Plans. Further, the program aims to strengthen grantees' skills by developing region-wide peer-to-peer training opportunities. Block grant recipients must use funds from this program to further the above goals.

Desired outcomes of outreach, education, and training efforts associated with each block grant include:

- Community-level engagement and education, including to disadvantaged communities, regarding the need to repurpose land, options for repurposing land, and what happens in a "do-nothing" scenario
- Targeted outreach to and engagement of farmers and ranchers about land repurposing, including education regarding the need to repurpose, options for repurposing, and what happens in a "do-nothing" scenario
- Practitioner-level education and regional coordination
- Regional understanding of the benefits of land repurposing strategies and projects identified in the Multibenefit Agricultural Land Repurposing Plan
- Broad regional support for Multibenefit Agricultural Land Repurposing Plan
- A collaborative stakeholder structure that can implement the Multibenefit Agricultural Land Repurposing Plan long-term

# **Optional Activities**

In addition to the deliverables outlined above, block grant recipients may use funds to support research and demonstration projects needed to test innovative land repurposing strategies of interest to block grant recipients.

# **Eligibility Criteria**

Below are the Eligibility Criteria upon which each proposal will be evaluated. Applications must receive a 'yes' on all eligibility criteria to be considered for funding under this solicitation.

Criteria		
Applicant is a (1) Groundwater Sustainability Agency; (2) federally recognized California Native American tribe, or (3) non-federally recognized California Native American tribe on the contact list maintained by the Native American Heritage Commission <b>OR</b> is a public agency; nonprofit group with 501(c) status; or Watermaster implementing an approved groundwater sustainability plan or approved alternate plan and is partnering with a GSA to submit an application.	Y/N	
Applicant is locally based or has strong, well-documented ties to local communities, stakeholders and/or GSA(s).	Y/N	
Applicant has overall capacity to administer the grant.		
Application is for one or more SGMA critically overdrafted basins managed under an approved groundwater sustainability plan or alternate plan; one or more high- or medium-priority groundwater basins where a state emergency drought declaration has been declared; or a combination of the two AND application does not include ineligible areas.		
Application includes the following deliverables in the scope of work and budget:		
<ul> <li>Develop a Multibenefit Agricultural Land Repurposing Plan to reduce reliance on groundwater while providing regionally appropriate benefits, including community health, economic wellbeing, water supply, habitat, renewable energy, and climate benefits;</li> <li>Complete project development and permitting to generate implementation-ready projects to repurpose agricultural lands for funding consideration;</li> </ul>	Y/N	
<ul> <li>Implement land repurposing projects that achieve multiple benefits;</li> <li>Support capacity needs of partners to achieve the deliverables of the grant;</li> <li>Conduct outreach, education, and training as needed to facilitate and build capacity to implement the above activities; and</li> <li>Conduct monitoring to ensure defined conservation outcomes from projects have been achieved and maintained for the agreed upon duration the benefit.</li> </ul>	1/1N	
Application is complete and was received by the deadline	Y/N	

#### **Selection Criteria**

Factors to be considered when selecting regional block grant recipients include:

Criteria	Points
Goals. The extent to which the applicant's vision for an agricultural land	/30
repurposing program in their region aligns with the program's goals.	
Community Engagement and Collaboration. The extent to which the applicant	/20
demonstrates experience and expertise in conducting effective and inclusive	
engagement and collaboration across diverse communities and organizations,	
as well as the extent to which the applicant plans to engage with and	
meaningfully include the feedback of: farmers, ranchers, disadvantaged	
community members, tribes, and other interested practitioners in the	
development and implementation of their land repurposing work. Applicants	
who demonstrate experience and expertise collaborating with farmers,	
ranchers, disadvantaged communities, and tribes will receive more points.	
Partnerships. The extent to which the applicant has strong existing regional	/20
partnerships, and a plan to expand these partnerships and enter into new	
partnerships to execute the grant. Partnerships are demonstrated through	
letters of support outlining the financial and in-kind commitments of partner	
organizations to the work conducted under the grant.	
Fiscal and Administrative Capacity. The extent to which the applicant has the	/15
fiscal and administrative control systems to adequately oversee the	
expenditure of block grant awards.	
Policy and Project Expertise. The extent to which the applicant demonstrates	/15
the policy and project implementation expertise necessary to complete the	
grant deliverables. Applicants may demonstrate this ability in-house or through	
partnerships and collaborations.	
Total	/100

# **Application Review and Award**

Materials and Submission

The application template is provided in Appendix B and is available on the <u>Department's</u> <u>website</u>. Applicants should familiarize themselves with this solicitation prior to completing the application.

Applicants must submit all required application materials via email to mlrp@conservation.ca.gov. Applications must be received digitally by 11:59 p.m. on April 1, 2022.

Incomplete applications, applications that don't meet all the eligibility criteria, and applications not received by the deadline will not be evaluated for funding.

Each applicant will receive an acknowledgement upon the Department's receipt of their application.

The schedule for this solicitation is provided in the "<u>At-A-Glance</u>" section of this solicitation. The schedule is subject to change.

#### Application Review Process

Applicants for regional block grants will be required to submit an application for funding and participate in a virtual interview with reviewers to discuss their project prior to funding decisions being made.

Applications will be evaluated by Department of Conservation and scored by a review panel comprised of representatives from the Agency Advisory Group, collectively "reviewers." Mean scores will be calculated and ranked.

The reviewers will convene to provide consensus for funding recommendations.

#### Project Selection

The projects and selection scoring will be presented to the Director of the Department who will consider the comments and recommendations of the reviewers and make the final funding decisions. The Department will notify applicants within 10 days of the Director's determination as to whether their project was approved for funding.

Eligible projects will be presented to the Director in ranked order based on the amount of points received during the selection criteria evaluation. The Director may consider the following when making awards:

- Selection criteria ranking
- Interview responses
- The availability of funds
- The program purposes
- The balance and distribution of funding among program priorities and/or geographic area.

# **Program Participation**

Block grant recipients must participate in all of the following activities:

- An orientation
- Monthly check-in meetings with the Department
- Monthly block grant recipient webinars with the statewide support entity
- Quarterly progress report meetings with the Department and Agency Advisory Group members

#### Section 3: Statewide Support Funding Eligibility and Scope of Work

Funding will be provided to one statewide support entity to support the implementation of the Multibenefit Land Repurposing Program statewide. The statewide support entity will provide technical assistance and facilitate communication and collaboration necessary to meet the purposes of the program. The statewide support entity may partner and contract with other entities to meet the deliverables outlined below.

## **Eligible Applicants**

Eligible statewide support entities are: (1) nonprofit groups with 501(c) status and (2) academic institutions.

#### **Deliverables**

The statewide support entity must include each of the following activities in their scope of work:

- 1. Coordinate collaboration between block grant recipients
- 2. Develop a peer-learning structure through which block grant recipients can receive education and training to successfully execute the deliverables of their grant
- 3. Connect block grant recipients to resources needed to successfully execute the deliverables of their grant
- 4. Coordinate external communications about program work (e.g., reports, stories, press)
- 5. Working with block grant recipients to engage disadvantaged communities, tribes, and socially disadvantaged farmers and ranchers in the development of their Multibenefit Agricultural Land Repurposing Plans and in the development and implementation of land repurposing projects
- 6. Work to fill gaps in and build capacity to develop and implement land repurposing work, and provide technical assistance to entities interested in applying for land repurposing funding
- 7. Oversee monitoring efforts and outcomes reporting to ensure consistency and transparency in outcomes monitoring across regions.

# **Optional Activities**

In addition to the deliverables outlined above, the statewide support entity may use funds to support research and demonstration projects needed to test innovative land repurposing strategies.

# **Eligibility Criteria**

Below are the Eligibility Criteria upon which each proposal will be evaluated. Applications must receive a 'yes' on all eligibility criteria to be considered for funding under this solicitation.

Criteria	
Applicant is a (1) Eligible statewide support entities are: (1) nonprofit groups with 501(c) status and (2) academic institutions.	
Applicant has overall capacity to administer the grant.	
Application includes all required deliverables in the scope of work and budget.	
Application is complete and was received by the deadline	Y/N

#### **Selection Criteria**

Factors to be considered when selecting the statewide support entity include:

Criteria	Points	
<b>Goals.</b> The extent to which the work outlined in the applicant's proposal aligns with the program's goals.	/25	
Community Engagement and Collaboration. The extent to which the applicant demonstrates experience and expertise in conducting effective and inclusive engagement and collaboration across diverse communities and organizations. Applicants who demonstrate experience and expertise collaborating with farmers, ranchers, disadvantaged communities, and tribes will receive more points.	/20	
<b>Coordination.</b> The extent to which the applicant has experience and expertise coordinating the work of multiple entities and developing peer-to-peer learning networks.	/15	
<b>Fiscal and Administrative Capacity.</b> The extent to which the applicant has the fiscal and administrative control systems to adequately oversee the expenditure of block grant awards.		
Policy Expertise. The extent to which the applicant demonstrates the policy expertise necessary to complete the grant deliverables. Applicants may demonstrate this ability in-house or through partnerships and collaborations.		
<b>Regional Relationships.</b> The extent to which the applicant has strong regional relationships with primary actors in groundwater sustainability planning.	/10	
Total	/100	

# **Application Review and Award**

Materials and Submission

The application template is provided in Appendix C and is available on the <u>Department's</u> <u>website</u>. Applicants should familiarize themselves with this solicitation prior to completing the application.

Applicants must submit all required application materials via email to mlrp@conservation.ca.gov. Applications must be received digitally by 11:59 p.m. on April 1, 2022.

Incomplete applications, applications that don't meet all the eligibility criteria, and applications not received by the deadline will not be evaluated for funding.

Each applicant will receive an acknowledgement upon the Department's receipt of their application.

The schedule for this solicitation is provided in the "<u>At-A-Glance</u>" section of this solicitation. The schedule is subject to change.

#### **Application Review Process**

Applicants for the statewide support funding will be required to submit an application for funding and participate in a virtual interview with reviewers to discuss their project prior to funding decisions being made.

The reviewers will convene to provide consensus for funding recommendations. The final funding decisions will be made by the Director of the Department.

#### Project Selection

The projects and selection scoring will be presented to the Director of the Department who will consider the comments and recommendations of the reviewers and make the final funding decisions. The Department will notify applicants within 10 days of the Director's determination as to whether their project was approved for funding.

Eligible projects will be presented to the Director in ranked order based on the amount of points received during the selection criteria evaluation. The Director may consider the following when making awards:

- Selection criteria ranking
- Interview responses
- The availability of funds
- The program purposes

#### **Section 4: Funding for Tribes**

# **Eligible Applicants**

Eligible applicants under this Section are: (1) Federally recognized California Native American tribes; (2) non-federally recognized California Native American tribes on the contact list maintained by the Native American Heritage Commission; and (4) nonprofit groups with 501(c) status with meaningful connections to or on behalf of eligible tribes.

Non-profit applicants must have a Native American-centered mission or have a majority Native American board. If the non-profit applicant does not meet this criterion, they must provide a letter of support from an eligible tribe detailing the nature of the relationship between the non-profit and the tribe, how the tribe will benefit from the project, and the tribe's support for the project.

At its discretion, the Department may also use the funding available under this Section to increase block grant awards where the block grant recipient partners or collaborates with a tribe to plan for, develop, and/or implement multibenefit land repurposing projects consistent with the project types listed below. In order to receive additional funding under this Section, block grant recipients must provide memoranda of understanding with or letters of support from the tribe(s) they are partnering or collaborating with detailing the work to be conducted using this funding.

#### **Maximum Grant Award**

Up to \$5 million in funding is available under this Section. Applications may be submitted for up to the total amount of funding available under this Section.

#### **Solicitation Period**

Applications submitted under this Section will be accepted on a rolling, non-competitive basis. If funding remains available under this section as of March 1, 2024, the Department, in consultation with the Agency Advisory Group and the California Natural Resources Agency Assistant Secretary of Tribal Affairs or similar position, may elect to distribute the remaining funds to regional block grant recipients.

# **Project Types**

Tribes may apply for funding under this section to plan for, develop, or implement multibenefit agricultural land repurposing projects that address two or more project outcomes identified below. Projects must result in benefits lasting at least 10 years, unless they are directly responding to a state emergency drought declaration, in which case, benefits must be reasonably durable. Multibenefit projects are those that provide both groundwater sustainability benefits as well as at least one other community health, economic wellbeing, habitat, renewable energy, or climate benefit.

Examples of projects that may be funded include:

- Creation or restoration of habitat, including pollinator habitat, wetland habitat, upland habitat, and riparian habitat
- Creation of multibenefit recharge areas
- Conversion of irrigated land to dryland farming or non-irrigated rangeland
- Planting cover crops or conservation cover
- Reestablishment of tribal land uses

- Implementation of tribal cultural practices
- Facilitation of renewable energy projects that have an overall net GHG reduction
- Creation of parks or community recreation areas
- Incentive payments to landowners, farmers, and ranchers to implement multibenefit land repurposing projects that create a public benefit for at least ten years
- Land acquisitions to facilitate land repurposing and protect repurposed land uses
- Easement acquisitions to facilitate land repurposing and protect repurposed land uses

Land acquisitions, land transfers, and pumping allocation acquisitions must occur in conjunction with at least one non-acquisition land repurposing strategy or project type on the acquired land.

Desired outcomes for land repurposing projects include:

- Reduced groundwater use
- Increased groundwater recharge
- Improved baseflows in rivers and streams
- Conversion of land to less intensive water uses while maintaining natural and working lands
- Creation and/or restoration of wildlife and pollinator habitat and/or migratory resources
- Protection of cultural resources
- Improved water quality
- Land use agreements to accomplish prioritized opportunities
- Quantified achievement of multiple benefits of the program
- Incorporated participation from multiple partners and funding sources
- Replicability and scalability
- Integrated benefits to disadvantaged communities
- Tribes' ownership, co-ownership, co-management of, and access to the land
- Increased community outreach, involvement, and education
- Increased regional workforce development opportunities and support of local business.

As required by statute, any groundwater recharge achieved through these strategies and projects must be subtracted from any calculation by the Groundwater Sustainability Agency from the groundwater available for extraction by water users for the duration of the benefits paid for by the program. Payments for benefits must be linked to the achievement and delivery of the defined conservation outcomes for the project and the duration of those outcomes.

Tribes must work with the relevant Groundwater Sustainability Agency to quantify the groundwater recharge achieved by funded projects.

# **Eligibility Criteria**

Criteria	Y/N			
Applicant is a (1) Federally recognized California Native American tribes; (2) non-federally recognized California Native American tribes on the contact list maintained by the Native American Heritage Commission; (3) members of a Federally recognized or non-federally recognized California Native American tribe; and (4) nonprofit groups with 501(c) status with connections to or on behalf of eligible tribes.	Y/N			
The project is located in one or more SGMA critically overdrafted basins managed under an approved groundwater sustainability plan or alternate plan; one or more high- or medium-priority groundwater basins where a state emergency drought declaration has been declared; or a combination of the two.				
Application is for an eligible project type.	Y/N			
Application is complete.				
The proposed project provides groundwater sustainability benefits.				
The proposed project provides benefits in addition to groundwater sustainability benefits. Additional benefits include community health, economic wellbeing, habitat, renewable energy, or climate benefits. Projects that are conducted on lands that are least viable for irrigated agriculture and that contribute to resource connectivity (e.g., connectivity of habitat, agricultural landscapes, renewable energy centers, etc.) will receive priority for funding.				
The benefits provided by the proposed project will last for at least ten years.				
The proposed project meets at least three goals of the program and provides at least one desired outcome for project development or implementation grants, as relevant.				
The applicant has the fiscal and administrative control systems to adequately oversee the expenditure of the grant.				
The funding request is reasonable and commensurate with the work required to complete the project.				
The applicant has access to the site.	Y/N			

# **Application Review and Project Selection**

Materials and Submission

The application template is provided in Appendix D and is available on the <u>Department's</u> <u>website</u>. Applicants should familiarize themselves with this solicitation prior to completing the application.

Applications will be reviewed as they are received.

Incomplete applications will be returned to the applicant for revision. Applications that don't meet all the eligibility criteria will not be awarded funding.

Each applicant will receive an acknowledgement upon the Department's receipt of their application.

#### **Application Review Process**

Applicants will be required to submit an application for funding and participate in a site visit prior to a funding decision being made. Applications will be evaluated by Department of Conservation for consistency with the program's goals and requirements. Projects that meet the program's eligibility criteria will be awarded funding on a first come, first served basis as funding allows. The final funding decisions will be made by the Director of the Department.

# **Limited Waivers of Sovereign Immunity**

Limited waivers of sovereign immunity may be necessary to ensure the enforceability of agreements. The Department will consult with tribes as needed in the formation of grant agreements.

#### **Section 5: Eligible Costs**

Only eligible costs incurred during the grant agreement term that are related to the project will be reimbursed. All eligible costs must also be reasonable and supported by appropriate documentation to be reimbursed. All eligible costs must, to the satisfaction of the Department, support the work plan and be directly related to, and in support of, the program deliverables.

#### Reasonable

For an eligible cost to be considered reasonable, the cost, in its nature and amount, must not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, consideration must be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the entity or the proper and efficient performance of project.
- The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; federal, state, local, tribal, and other laws and regulations; and terms and conditions of this project.
- Market prices for comparable goods or services for the geographic area.
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to its employees, the public at large, and the state.
- Whether the cost significantly deviates from the acquiring entity's established practices and policies regarding the incurrence of costs.

#### **Direct Costs**

Funding may be used for the following direct costs incurred to meet the program deliverables:

- Block grant recipient, statewide support entity, tribal set-aside recipient, subgrantee, and their contractors' staff costs, including salary at the fully burdened rate.
   Administrative costs should not be included in the staff rate or salary. Administrative costs should be budgeted separately and must comply with the requirements outlined below.
- Payments to tribes or members of tribes for expertise provided in the development of plans; the development, permitting, and implementation of projects, and in the development and implementation of educational, training, and monitoring activities.
- Incentive payments to landowners, farmers, and ranchers to implement multibenefit land repurposing projects that create a public benefit for at least ten years.
- Travel. Eligible travel costs can only be used for in-state travel for the watershed coordinator as necessary to complete coordination work. Mileage for watershed coordinator activities is reimbursable if included in the proposed budget and work plan. In addition to mileage for watershed coordinator activities, costs must meet the requirements outlined below and in the Grant Agreement:
  - Accommodation-related travel costs: maximum reimbursement rates based on county as shown at: http://www.calhr.ca.gov/employees/Pages/travel-lodgingreimbursement.aspx, with no option for approval of an "excess lodging rate."

- Rental car costs or personal vehicle mileage for travel directly related to the grant
  activities will be reimbursed at the relevant rental car or Reimbursement Rate Per
  Mile for Personal Vehicle as shown here:
  http://www.calhr.ca.gov/employees/Pages/travel-personal-vehicle.aspx.
- Rental car, personal vehicle, ride share, train, or airfare costs will only be
  reimbursed for travel directly related to execution of the work plan, and then only
  if it is the typical method used to get from one location to the other. Grantees
  should choose the least expensive mode of transportation feasible given their
  travel needs.
- No other travel-related costs will be reimbursed through this grant program.

#### Administrative costs

Administrative costs may account for no more than twenty percent (20%) of the total funding award. This limit may be exceeded if the block grant recipient or statewide support entity has a federally approved administrative cost rate that is greater than 20%. Proof of the federally approved administrative cost rate must be submitted with the application. Administrative costs may include those costs incurred by a block grant recipient to administer their grant, or administrative costs by subgrantees necessary to fulfill the deliverables outlined in these guidelines. Administrative costs include:

- Office space
- Supplies and equipment
- Legal or management oversight
- Prorated general liability, Workers' Compensation (may be included in payroll), and automotive insurance

# Project development costs and permitting fees

Block grant funding and funding provided under Section 4 may be used for project development costs, including:

- Preparing project plans, specifications, and cost estimates that will result in a specific project
- Acquiring permits for specific, future on-the-ground projects
- Analysis required to support and complete CEQA and or NEPA documentation for specific projects
- Performing necessary cultural resources, biological, botanical, aquatic, soil, hydrologic, wildlife, timber, or other studies/surveys and/or developing necessary project designs related to a specific site or physical project

# **Project implementation costs**

Block grant funding and funding provided under Section 4 may be used for project implementation costs, including:

- Preparation of bid packages and contractor documents
- Performance costs within the scope of the project, including materials and supplies
- Labor and other costs necessary for the physical implementation of the project

#### Outreach, Education, and Training

The following costs associated with outreach, education, and training activities directly related to the execution of program deliverables are considered eligible, in keeping with the program's goal of ensuring that the program provides benefits to disadvantaged communities, and recognizing that public participation in community engagement activities is a benefit to the program and public:

- Meeting space
- Meeting materials
- Facilitation services
- Technical assistance to landowners, farmers, or ranchers to apply for program funds
- Translation and interpretation for meetings and written materials
- Participant compensation that is an exchange of payment for services rendered in the development of community work products, and appropriately documented with deliverables such as sign in sheets or written surveys.
- Provision of transportation services for community residents, such as a vanpool.
- Provision of childcare services for community residents.
- Food and refreshments, excluding alcoholic beverages of any kind, that are
  determined to be an integral part of the event. Examples of activities where it would
  be appropriate to approve food purchase would include a design charrette held in
  the evening, where the meal is consumed as part of the event and replaces a meal
  otherwise missed by attending the event.

# Monitoring

Block grant funding and funding provided under Section 5 may be used for pre- and postproject monitoring and adaptive management, including preparation of long-term management plans associated with projects.

#### Research

Block grant funding may be used for research and demonstration projects needed to test innovative land repurposing strategies of interest to block grant recipients.

# **Ineligible Costs**

Ineligible costs are:

- Costs that are not related to the Multi-Benefit Land Repurposing Program
- Costs that occur outside of the Grant Agreement term
- Meals, incidentals, tips, per diems, or refreshments for travel
- Out-of-state travel and activities

#### **Section 6: Grant Implementation**

# **Grant Agreements**

All grantees will be required to enter into a grant agreement with the Department. Grantees will work with an assigned grant manager to develop their grant agreement. Grant agreements will not be executed until authorized by the Department and will be effective upon execution by the Department's authorized signatory. The Department may require modifications to the project in the grant agreement. All contents of the grant recipient's application will be included in the grant agreement.

Each grant agreement with the Department will terminate on March 30, 2026.

## Responsibility of the Block Grant Recipient

The block grant recipient will be responsible for carrying out the project and for managing finances, including: invoicing; payments to contractors, subcontractors, and suppliers; accounting and financial auditing; and other project management duties such as monitoring and reporting requirements.

Block grant recipients shall:

- Distribute necessary funds through subgrants and/or contracts to create regional
  multibenefit agricultural land repurposing plans; develop and permit land repurposing
  projects; implement land repurposing projects; support the capacity needs of
  partners; provide outreach, education, and training; and monitor land repurposing
  projects all consistent with these guidelines and the applicable Groundwater
  Sustainability Plan
- Ensure execution of all project deliverables and requirements outlined in Section 3 within the grant term
- Coordinate and integrate management of agricultural land repurposing efforts within their region or basin
- Coordinate activities with the relevant Groundwater Sustainability Agency to ensure
  activities are consistent with the goals of the applicable Groundwater Sustainability
  Plan and to ensure any groundwater recharge achieved through these strategies and
  projects is subtracted from any calculation by the Groundwater Sustainability Agency
  from the groundwater available for extraction by water users for the duration of the
  benefits paid for by the program.

#### Distribution of Block Grant Funds to Third Parties

As the fiscal administrators of the Multibenefit Land Repurposing Program, block grant recipients will award subgrants of Multibenefit Land Repurposing Program funding or enter into contracts to fulfill the scope of work of this program. Subgrantees may be selected to engage in completion of all the deliverables or for discrete tasks. Block grant recipients may award subgrants via competitive or non-competitive processes and may engage subgrantees and contractors to fulfill individual deliverables or multiple deliverables, at their discretion.

Eligible subgrantees include federal, state, and local government agencies; federally and non-federally recognized California Native American tribes; resource conservation districts;

special districts; universities, colleges, and research institutions; and California 501c3 non-profit organizations.

Contracts may be entered in to with qualified entities in accordance with block grant recipients' internal contracting policies and procedures.

Block grant recipients may also provide incentive payments directly to landowners, farmers, and ranchers to implement multibenefit land repurposing projects that create a public benefit for at least ten years, including reasonable incentives to support a farmer or rancher's ability to transition land use. In order to distribute funds to landowners, block grant recipients must establish guidelines for funding projects based on the conservation outcomes achieved and delivered, and the duration of the outcomes provided. Block grant recipients must verify that the defined conservation outcomes of the project have been achieved and delivered for the duration identified in order to distribute incentive payments and must report this information to the Department quarterly.

# **Invoicing and Reporting**

#### **Payments**

Grant agreements will generally be structured to provide reimbursement in arrears for work performed. Invoices for reimbursement may be submitted quarterly or monthly.

Advance payment terms will be considered and negotiated on a case-by-case basis. Subject to future approval from the Department and its control agencies, advance payment terms may allow up to 25% of the original grant amount to be paid in advance at a time. Funding for project implementation will only be released upon Department review of individual projects and confirmation that said projects are consistent with the goals of the program.

Block grant recipients receiving advanced funds must provide a fiscal report detailing how those funds have been expended on a quarterly basis and along with each subsequent request for an advance. Block grant recipients that receive funding on a reimbursement basis must provide a fiscal report detailing how funds have been expended along with each invoice.

#### Loss of Funding

Actions of the grantee that may lead to suspension or cancellation of the grant agreement include, but are not limited to:

- Failure to execute an agreement within six months of receiving an official funding notification,
- Withdrawal from the grant program prior to completion of the work plan,
- Failure to submit required documentation within the time periods specified in the grant agreement,
- Change in project scope, schedule, or budget without prior approval,
- Failure to complete the deliverables within the grant agreement term,
- Failure to demonstrate sufficient progress toward deliverables, and

Failure to comply with applicable laws or grant requirements.

#### **State Audits**

Projects are subject to audit by the state annually and for three (3) years following the final payment of grant funds. If the project is selected for audit, the grantee will be contacted in advance of the audit. The audit will include all books, papers, accounts, documents, or other records of grantee, as they relate to the project. All project expenditure documentation should be available for an audit, whether paid with grant funds or other funds.

The grantee must have project records, including source documents and evidence of payment, readily available and must provide an employee with knowledge of the project to assist the auditor. The grantee must provide a copy of any document, paper, record, or other such material requested by the auditor.

#### **Accounting Requirements**

Grantees must maintain an accounting system that:

- Accurately reflects fiscal transactions, in accordance with standard accounting principles,
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, employee paystubs and timecards, evidence of payment, etc.,
- Provides accounting data so the total cost of each individual project can be readily determined, and,
- Maintains records for a period of three (3) years after final reimbursement is made by the state. Grantee must retain all project records at least one (1) year following an audit

#### **Section 7: General Requirements**

# Confidentiality

Once the application has been submitted, any privacy rights, as well as other confidentiality protections afforded by law with respect to the application package may be waived. All applications, communications, or other documentation received by Department are subject to the Public Records Act (Government Code § 6250, et seq.).

#### **Conflict of Interest**

All applicants and individuals who participate in the review of submitted applications are subject to applicable conflict of interest laws. Any individual who has participated in planning or setting priorities for a specific solicitation or who will participate in any part of the grant development and negotiation process on behalf of the public is ineligible to receive funds or personally benefit from funds awarded through this solicitation. Applicants should also be aware that certain local agencies may submit applications that will compete for funding. Failure to comply with the conflict of interest laws, including business and financial disclosure provisions, will result in rejection of the application and any subsequent grant agreement being declared void. Other legal actions may also be taken.

This paragraph is not intended to enlarge the scope of existing restrictions under applicable conflict of interest laws, including the Political Reform Act (Government Code, § 81000, et seq.) and provisions regarding financial interests in public contracts (Government Code, § 1090, et seq.). Those laws, including their relevant statutory exceptions, apply to this solicitation and any ensuing grants and contracts.

# **Compliance with Laws**

Activities funded under this solicitation must be in compliance with applicable laws and regulations, and applications may include in their budgets the funding necessary for compliance-related activities. As part of a grantee's project development work, grantees must identify expected required permits, state whether they have received the required permits or describe the process through which the permits will be obtained, and indicate which permits could significantly delay project implementation.

# **Environmental Compliance**

Grants awarded consistent with this solicitation may be subject to prevailing wage provisions of the California Labor Code commencing with section 1720. Any questions of interpretation regarding the California Labor Code should be directed to the Director of the Department of Industrial Relations, the state department having jurisdiction in these matters. For more details, please refer to the Department of Industrial Relations website.

The Department, as a government agency that will be taking a discretionary action to provide funding for projects, must comply with the California Environmental Quality Act (CEQA). Each proposed project must follow the California Environmental Quality Act, Division 13 (commencing with Public Resources Code section 21000) and California Code of Regulations Title 14 section 15000 et seq. ["CEQA"]).

For applications submitted by government entities, it is expected that the resolution adopted to submit the application will address CEQA and that the Department will act as a responsible agency. For applications submitted by non-profits or California Native American

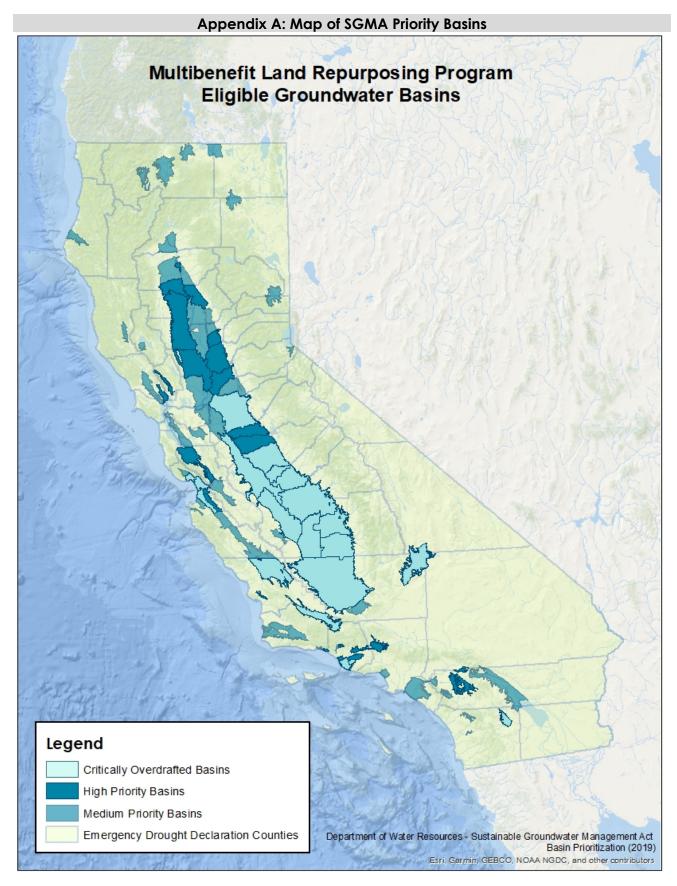
tribes, the Department will act either as a lead or responsible agency depending on what other CEQA documents have been completed for the proposed activities.

Projects implemented using program funding must meet all environmental compliance requirements prior to disbursal of funding.

Therefore, for the Department to review a project proposed for implementation, one of the following must be submitted:

- a. A Finding or similar determination that the proposed project is not a project as defined by the California Environmental Quality Act, with an explanation as to why it is not a project, with the appropriate sections of the Public Resources Code and California Code of Regulations cited.
- b. The Notice of Exemption filed with the County Clerk and State Clearinghouse (as applicable) if the proposed project is categorically or statutorily exempt, with the appropriate Public Resources Code section citation to the exemption(s) being relied upon by the lead agency.
- c. The Negative Declaration or Mitigated Negative Declaration adopted by the lead agency and Initial Study, including a copy of the Environmental Checklist Form located in Appendix G of the CEQA Guidelines and the Notice of Determination filed with the County and with the State Clearinghouse. If the lead agency has adopted a Mitigated Negative Declaration, the applicant must also provide the adopted mitigation monitoring and reporting program.
- d. The Final Environmental Impact Report certified and adopted by the lead agency with Initial Study, including a copy of the Environmental Checklist Form located in Appendix G of the CEQA Guidelines, the adopted mitigation monitoring and reporting program, and the Notice of Determination filed with the County and the State Clearinghouse. Please include any State Clearinghouse responses received by the applicant.
  - \*For b and c, include documentation the State of California Department of Fish and Wildlife CEQA fee was paid or is not applicable.
- e. Projects that tier from a Programmatic, Master, or other Environmental Impact Report shall include a copy of any subsequent Initial Study for the proposed project together with a copy of any supplementary environmental documentation adopted by the lead agency, including, if applicable, any required findings pursuant to Public Resources Code section 21157.1, subdivision (c), and the Notice of Determination, filed with the County Clerk and with the State Clearinghouse, as applicable.

Pursuant to section 75102 of the Public Resources Code, before the adoption of a Negative Declaration or Environmental Impact Report, the lead agency shall notify the proposed action to a California Native American tribe, which is on the contact list maintained by the Native American Heritage Commission, if that tribe has traditional lands located within the area of the proposed project.



As of October 19, 2021, the Emergency Drought Declaration covers all 58 counties.

#### **APPENDIX B: Regional Block Grant Application**

This is the application for 2022 Multi-Benefit Land Repurposing Program. The solicitation details the background and requirements to apply for funding under the program.

#### **Application instructions**

**Application Checklist** 

- Each application must contain all of the materials listed in the checklist below.
- Materials should be presented in the order indicated on the checklist.
- Please complete all materials using an easy-to-read font, 11 point or larger.
- In the header or footer of each page of the application, applicants should include: (1) name of applicant and (2) sequential page numbers.
- Materials not specifically requested (e.g., press clippings or brochures) will not be considered during the evaluation.

•	•
1.	□ Cover Sheet
2.	☐ Applicant Eligibility and Capacity
3.	☐ Basin(s) Description
4.	☐ Proposal Summary
5.	$\hfill\square$ Community Engagement and Collaboration
6.	□ Partnerships
7.	□ Policy and Project Expertise
8.	□ Budget Summary
9.	□ Project Maps
10.	☐ Authorizing Resolution from Governing Body

# 1. Cover Sheet

Project Information				
Project Title				
Location (County/ies)				
District Number(s):	Senate:			
District Number(s):	Assembly:			
SGMA Sub-basin(s) (see Appendix A – List of eligible basins)				
Applicant Information				
Applicant Name				
Organization Type	[e.g., groundwater sustainability agency, tribe, public agency, 501(c) non-profit organization, watermaster]			
Federal Employer ID Number				
Mailing Address				
Contact Person				
Title				
Phone Number				
Email Address				
Partner Information (if applicant is not a GSA or tribe)				
Partner Name				
Organization Type	Groundwater Sustainability Agency			
Federal Employer ID Number				
Mailing Address				
Contact Person				
Title				
Phone Number				
Email Address				

# 2. Applicant Eligibility and Capacity

#### Eligibility

Applicants must provide all the following to demonstrate eligibility:

- Verification that the applicant is a: (1) Groundwater Sustainability Agency; (2) federally recognized California Native American tribe, or (3) non-federally recognized California Native American tribe on the contact list maintained by the Native American Heritage Commission OR is a public agency; nonprofit group with 501(c) status; or Watermaster implementing an approved groundwater sustainability plan or approved alternate plan and is partnering with a GSA to submit an application.
  - Non-profit groups must provide a copy of their IRS 501 (c) Tax Determination
- Evidence that the applicant is locally based or has strong working ties to local stakeholders, communities, and/or GSAs.

#### Capacity

Applicants must provide a short narrative description of their capacity to successfully implement the grant, should the project be funded. This description should address:

- How the applicant's board and/or management structure will contribute to the effective execution of project activities.
- Any professional staff within the applicant's employ who are qualified to develop and successfully implement the activities outlined in the proposal. The response should include a description of the skills and experience of such staff or, if the applicant does not possess such expertise, how the applicant will acquire this expertise.
- Any financial resources at the applicant's disposal to support the implementation of the grant.
- Any additional resources the applicant can draw on to ensure his/her success.
   Resources include, but are not limited to volunteers, physical capital, and existing partnerships.

Applicants must provide the following to demonstrate capacity:

- A copy of the current annual organizational budget.
- A copy of the most recent financial audit (if an audit is not available, a copy of the organization's recent financial statements).

# 3. Basin(s) Description (1/2-page maximum)

Briefly describe the basin(s) included in the proposal, including whether they are critically overdrafted, or whether they are high- or medium-priority basins where a state emergency drought declaration has been declared. Indicate whether a Groundwater Sustainability Plan has been approved for each critically overdrafted basin included in the proposal.

# 4. Proposal Summary (3-page maximum)

- Summarize the applicant's land repurposing vision for their region.
- Describe the proposed work to be conducted under the grant, including how the proposed work relates to the goals and objectives of the program. The summary of proposed work should include:
  - o Development of a Multibenefit Agricultural Land Repurposing Plan
  - Project development and permitting
  - Land repurposing project implementation
  - Support of partners' capacity needs
  - Outreach, education, and training to facilitate and build capacity to conduct land repurposing
  - o Monitoring to ensure defined conservation outcomes of projects.

If the application is funded, the Department will work with the applicant to convert this summary into a work plan to be included in the grant agreement.

# 5. Community Engagement and Collaboration (1-page maximum)

A disadvantaged community is defined as a community with a median household income less than 80 percent of the statewide average. Collaboration is defined as working with other organizations, government agencies, groups, and individuals to ensure that all entities work in agreement and are non-duplicative of each other's activities, and to ensure that diverse interests are meaningfully incorporated into the block grant recipient's work. Applicants are urged to work collaboratively with other groups and agencies to avoid multiple proposals for the same sub-basins. Collaboration may be evidenced by letters of support, signed agreements, board resolutions, or other signed documents.

- Describe the applicant's experience and expertise conducting effective and inclusive engagement and collaboration across diverse communities and organizations.
- Describe any existing collaborations that will support the applicant's land repurposing work. Provide documentation from the relevant individual(s)/organization(s) describing those collaborations.
- Explain how the applicant will engage with and include feedback from farmers, ranchers, disadvantaged community members, tribes, and other interested practitioners in the development and implementation of their land repurposing work.
- Describe the disadvantaged community/ies to be served by the applicant's land repurposing work, and describe how the work performed will result in benefits to those communities.

#### 6. Partnerships (1/2-page maximum)

Partners are defined as organizations, government agencies, private citizens or volunteer groups that provide funds or in-kind services. Proposals that demonstrate multiple, committed

partnerships and extensive collaboration with other agencies, organizations, or entities will be given more points.

- List any participating partners and describe how each partner will contribute to the work proposed in this application.
- For each partnership, provide a letter of commitment explaining the relationship between the partner and applicant and outlining the partner's contributions to the proposed work.

Do not submit general letters of support that do not specify financial contributions, as these will not increase the number of points awarded.

# 7. Policy and Project Expertise (1-page maximum)

Describe the applicant's land repurposing policy expertise and project implementation expertise. Applicants may demonstrate this ability in-house or through partnerships and collaborations.

# 8. Budget Summary

Applicants must provide a budget broken down by cost type (line item). Cost estimates should be consistent with the proposal summary. All costs must be eligible. If awarded funding, the Department will work with the applicant to refine the budget for incorporation into the Grant Agreement.

# 2021 Multi-Benefit Land Repurposing Program: BUDGET SUMMARY

Line Item	Total cost
Development of Multi-Benefit Agricultural Land Repurposing Plan	
Project Development and Permitting	
Land Repurposing Project Implementation	
Partner Capacity Needs	
Outreach, Education, and Training	
Monitoring	
[Optional Activities]	
Administrative Costs (max 20% of grant)	
TOTAL	

#### 9. Project Map(s)

A location map (in PDF) that identifies the project area relative to nearby cities and/or landmarks must be included with the application.

Additional maps that further describe or otherwise support the proposal may be included as relevant (e.g., maps of the subbasins included in the proposal, maps of disadvantaged communities within the proposal area, etc).

All maps must be of sufficient resolution to be legible if printed on an 8  $\frac{1}{2}$ " x 11" sheet of paper.

The applicant may submit geographic information system (GIS) data along with any maps.

## 10. Authorizing Resolution from Governing Body

Applicants must submit a signed Resolution of Support adopted by the entity's governing body that evidences authority to submit the application and, if awarded funding, to enter into and perform under the terms of the Grant Agreement template (Appendix C).

The resolution must:

- Authorize the submittal of the grant application for a 2022 Multi-Benefit Land Repurposing Program grant.
- Authorize entrance into a grant agreement with the Department for the project and accept the template terms and conditions, if the project is awarded funding.
- Authorize a designated individual to, as agent, accept the award of grant funding and to execute tasks, such as signing documents, related to the application, grant agreement, reimbursement requests, if the project is awarded funding.

#### **APPENDIX C: Statewide Support Entity Application**

This is the application for 2022 Multi-Benefit Land Repurposing Program. The solicitation details the background and requirements to apply for funding under the program.

#### **Application instructions**

**Application Checklist** 

- Each application must contain all of the materials listed in the checklist below.
- Materials should be presented in the order indicated on the checklist.
- Please complete all materials using an easy-to-read font, 11 point or larger.
- In the header or footer of each page of the application, applicants should include: (1) name of applicant and (2) sequential page numbers.
- Materials not specifically requested (e.g., press clippings or brochures) will not be considered during the evaluation.

1.	□ Cover Sheet
2.	☐ Applicant Eligibility and Capacity
3.	☐ Scope of Work
4.	☐ Applicant Questions
5.	□ Budget Summary
6.	☐ Authorizing Resolution from Governing Body

# 1. Cover Sheet

# **Project Information**

Project Title	
Location (County/ies)	
Senate District Number(s):	
Assembly District Number(s):	
SGMA Sub-basin(s)	

# **Applicant Information**

Applicant Name	
Organization Type	[e.g., groundwater sustainability agency, tribe, public agency, 501(c) non-profit organization, watermaster]
Federal Employer ID Number	
Mailing Address	
Contact Person	
Title	
Phone Number	
Email Address	

#### 2. Applicant Eligibility and Capacity

#### Eligibility

Applicants must provide verification that the applicant is a: (1) Eligible statewide support entities are: (1) nonprofit groups with 501(c) status and (2) academic institutions.

Non-profit groups must provide a copy of their IRS 501 (c) Tax Determination
 Letter

#### Capacity

Applicants must provide a short narrative description of their capacity to successfully implement the grant, should the project be funded. This description should address:

- How the applicant's board and/or management structure will contribute to the effective execution of project activities.
- The applicant's experience managing efforts of similar size and complexity.
- Any financial resources at the applicant's disposal to support the implementation of the grant. Applicants must provide the following to demonstrate fiscal capacity:
  - o A copy of the current annual organizational budget.
  - A copy of the most recent financial audit (if an audit is not available, a copy of the organization's recent financial statements).

## 3. Scope of Work (3-page maximum)

Describe the proposed work to be conducted under the grant, including how the proposed work relates to the goals and objectives of the program. The summary of proposed work must include:

- Development of a peer-learning structure through which block grant recipients can connect and receive education and training
- Connecting block grant recipients to resources needed to successfully execute the deliverables of their grant
- Coordinating external communications about program work (e.g., reports, stories, press)
- Working with block grant recipients to engage disadvantaged communities, tribes, and socially disadvantaged farmers and ranchers in their work
- Working to fill gaps in and build capacity to develop and implement land repurposing work, and provide technical assistance to entities interested in applying for land repurposing funding

• Overseeing monitoring efforts and outcomes reporting to ensure consistency and transparency in outcomes monitoring across regions.

If the application is funded, the Department will work with the applicant to convert this summary into a work plan to be included in the grant agreement.

#### 4. Applicant Questions

For the below questions, the applicant should include a description of the skills and experience of professional staff within the applicant's employ who are qualified to implement the activities discussed, as well as any additional resources the applicant can draw on to ensure his/her success. Resources include, but are not limited to volunteers, physical capital, existing partnerships, and organizations who provide letters of commitment to support the applicant's work.

- o Partners are defined as organizations, government agencies, private citizens or volunteer groups that provide funds or in-kind services. For each partnership, provide a letter of commitment explaining the relationship between the partner and applicant and outlining the partner's contributions to the proposed work. Do not submit general letters of support that do not specify financial contributions, as these will not increase the number of points awarded.
- o For organizations not providing funds or in-kind services but who will be engaged as subcontractors to complete the proposed work, provide letters of commitment explaining the relationship between the organization and the applicant and outlining the organization's expertise and contributions to the proposed work.

#### Community Engagement and Collaboration (1/2-page maximum)

Describe the applicant's experience and expertise conducting effective and inclusive engagement and collaboration across diverse communities and organizations, including farmers, ranchers, disadvantaged communities, and tribes.

A disadvantaged community is defined as a community with a median household income less than 80 percent of the statewide average. Collaboration is defined as working with other organizations, government agencies, groups, and individuals to ensure that all entities work in agreement and are non-duplicative of each other's activities, and to ensure that diverse interests are meaningfully incorporated into each block grant recipient's work.

#### Coordination (1/2-page maximum)

Describe the applicant's experience and expertise coordinating the work of multiple entities and developing peer-to-peer learning networks.

#### Policy Expertise (1/2-page maximum)

Describe the applicant's land repurposing policy expertise.

#### Regional Relationships (1/2-page maximum)

Describe the applicant's relationships with regional actors in groundwater sustainability planning.

#### 5. Budget Summary

Applicants must provide a budget broken down by cost type (line item). Cost estimates should be consistent with the proposed scope of work. All costs must be eligible. If awarded funding, the Department will work with the applicant to refine the budget for incorporation into the Grant Agreement.

#### 6. Authorizing Resolution from Governing Body

Applicants must submit a signed Resolution of Support adopted by the entity's governing body that evidences authority to submit the application and, if awarded funding, to enter into and perform under the terms of the Grant Agreement template.

The resolution must:

- Authorize the submittal of the grant application for a 2022 Multi-Benefit Land Repurposing Program grant.
- Authorize entrance into a grant agreement with the Department for the project and accept the template terms and conditions, if the project is awarded funding.
- Authorize a designated individual to, as agent, accept the award of grant funding and to execute tasks, such as signing documents, related to the application, grant agreement, reimbursement requests, if the project is awarded funding.

#### **APPENDIX D: Tribal Project Grant Application**

This is the application for 2022 Multi-Benefit Land Repurposing Program. The solicitation details the background and requirements to apply for funding under the program.

#### **Application instructions**

**Application Checklist** 

- Each application must contain all of the materials listed in the checklist below.
- Materials should be presented in the order indicated on the checklist.
- Please complete all materials using an easy-to-read font, 11 point or larger.
- In the header or footer of each page of the application, applicants must include: (1) name of applicant and (2) sequential page numbers.
- Materials not specifically requested (e.g., press clippings or brochures) will not be considered during the evaluation.

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1.	□ Cover Sheet
2.	☐ Applicant Eligibility and Capacity
3.	□ Project Summary
4.	☐ Application Questions
5.	☐ Work Plan
6.	□ Budget
7.	□ Project Map(s)
8.	□ Environmental Documentation
9.	☐ Authorizing Resolution from Governing Body

# 1. Cover Sheet

Project Information
Project Title:
Property Location (County and Nearest City):
SGMA Sub-basin(s):
SGMA Sub-basin status (check all that apply):
☐ Critically overdrafted
☐ High priority basin
☐ Medium priority basin
$\square$ Located in a county subject to an emergency drought declaration
Groundwater Sustainability Plan approved: □Yes □ No
Landowner Name(s):
Project APN(s):
Property's 5-year agricultural history:
Disadvantaged Community: □Yes □ No
Census Tract:
Project Category
□ Project Development
□ Project Implementation
Project Implementation Grants Only
Proposed Project Acreage:
Site Access Agreement:
Project type (check all that apply):
☐ Creation or restoration of habitat, including pollinator habitat, wetland habitat,
upland habitat, and riparian habitat
☐ Creation of multibenefit recharge areas
□ Conversion of irrigated land to dryland farming or non-irrigated rangeland
□ Planting cover crops or conservation cover
☐ Reestablishment of tribal land uses
☐ Implementation of tribal cultural practices
☐ Facilitation of renewable energy projects that have an overall net GHG reduction
☐ Creation of parks or community recreation areas
<ul> <li>Incentive payments to landowners, farmers, and ranchers to implement a multibenefit land repurposing project</li> </ul>
☐ Land acquisition to facilitate land repurposing and protect repurposed land uses
Easement acquisition to facilitate land repurposing and protect repurposed land  The facilitate land repurposing and protect repurposed land
uses
□ Other:

# **Project Funding**

Grant Request Amount: Total Estimated Project Cost:

# **Applicant Information**

Applicant Name:
Applicant type (check all that apply):
☐ Federally Recognized California Native American Tribe
☐ Non-federally recognized California Native American tribes on the contact list maintained by the Native American Heritage Commission
☐ Member of one of the above
□ Nonprofit group with 501(c) status with connections to or on behalf of an eligible
tribe
Mailing Address:
Contact Person:
Title:
Phone Number:
Email Address:

#### 2. Applicant Eligibility and Capacity

#### Eligibility

Applicants must provide the following (as relevant) to demonstrate eligibility:

- For Federally recognized California Native American tribes: Documentation of Federal acknowledgement
- For non-federally recognized California Native American tribes: Documentation that the applicant is on the contact list maintained by the Native American Heritage Commission
- For Non-profit groups:
  - o A copy of their IRS 501(c) Tax Determination Letter
  - A letter of support, signed agreement, board resolution, or other signed document demonstrating the non-profit's connection to or work on behalf of a tribe.

#### Capacity

Applicants must provide a short narrative description of their capacity to successfully implement the grant, should the project be funded. This description should address:

- How the applicant's governance and/or management structure will contribute to the effective execution of project activities.
- Any financial resources at the applicant's disposal to support the implementation of the grant.
- Any additional resources the applicant can draw on to ensure his/her success.
   Resources include, but are not limited to volunteers, physical capital, and existing partnerships.

# 3. Project Summary (1-page maximum)

Concisely summarize the proposed project. Include:

- a description of the property's existing condition and agricultural use
- a description of work proposed
- how the proposed work will enhance the project site

#### 4. Application Questions

#### Groundwater Sustainability (1/2-page maximum)

Describe how the project will result in groundwater sustainability benefits, either through reduced groundwater use or increased groundwater recharge. Describe the length of the benefits to be provided by the proposed project and how those benefits will be maintained (must be a minimum of ten years).

#### Additional Benefits (1/2-page maximum)

Describe any additional benefits provided by the project. Additional benefits include community health, economic wellbeing, habitat, renewable energy, or climate benefits. Describe the length of the benefits to be provided by the proposed project and how those benefits will be maintained (must be a minimum of ten years).

#### Program Goals (1/2-page maximum)

Select three of the goals listed below. Describe how the proposed project meets those goals.

- Support coordinated, regional and basin-scale efforts to achieve groundwater sustainability in critically overdrafted basins and in high and medium priority basins where a state emergency drought declaration has been declared
- Support long-term repurposing of agricultural lands
- Provide short- and medium-term drought relief
- Support regional efforts to sustain land-based economies and the communities that rely on them while achieving groundwater sustainability
- Reduce groundwater use
- Create or restore wildlife habitat and wildlife connectivity, including seasonal wetland habitat to replenish aquifers
- Improve groundwater supply, including through groundwater recharge and improved baseflows in rivers and streams
- Support nature-based solutions to reduce the impacts of hazards on lives, property, and the economy from overdrafted groundwater basins
- Provide benefits to disadvantaged communities and socially disadvantaged farmers and ranchers
- Foster partnerships and collaboration among diverse entities at the regional scale to effectively meet this program's goals
- Develop scalable, transferable land repurposing models to reduce groundwater reliance
- Support farmer, rancher, and farm worker leadership in multibenefit land repurposing strategies and project implementation
- Provide flexible and efficient support to grantees so that they can lead expeditious and adaptive programs to meet their needs.

#### Project Development Outcomes (1/2-page maximum)

Only complete this section if the application is for a project development request. Select one outcome listed below. Describe how the proposed project addresses that outcome.

- Completed project design and permitting
- Established non-state partnerships, support, and funding, as well as broad partnerships with regional stakeholders
- Completed memorandums of understanding with project partners to implement projects
- Developed pipeline of multiple years of implementation-ready projects that meet the goals of the Plan available for funding consideration

#### Project Implementation Outcomes (1/2-page maximum)

Only complete this section if the application is for a project implementation request. Select one outcome listed below. Describe how the proposed project addresses that outcome.

- Reduced groundwater use
- Increased groundwater recharge
- Improved baseflows in rivers and streams
- Transition of land to less water intensive, regenerative uses while maintaining natural and working lands
- Creation and/or restoration of wildlife and pollinator habitat and/or migratory resources
- Protection of cultural resources
- Improved water quality
- Land use agreements to accomplish prioritized opportunities
- Quantified achievement of multiple benefits of the program
- Incorporated participation from multiple partners, collaborators, and funding sources
- Replicability and scalability
- Integrated benefits to disadvantaged communities and tribes
- Increased community outreach, involvement, and education
- Increased regional workforce development opportunities and support of local business
- Diversified economic opportunities

#### 5. Work Plan

Applicants must provide a detailed work plan that specifies the tasks and subtasks that will be performed during the grant term.

The work plan will also include a schedule of target completion dates, cost estimates, and a list of deliverables to be provided as proof of project completion. The schedule should be of sufficient detail to allow assessment of the progress through the work plan at regular intervals. Cost estimates should be consistent with the budget. If awarded funding, this work plan will be incorporated into the Grant Agreement.

TASK 1	Timeline [Start and End Date]	Deliverables	Total Requested Grant Funds
Subtask A:			\$
Subtask B:			
Subtask			
TASK 2			
Subtask A:			\$
Subtask B:			
Subtask			
TASK 3			
Subtask A:			\$
Subtask B:			
Subtask			
TASK			
Subtask A:			\$
Subtask B:			
Subtask			
	1	GRAND TOTAL	\$

#### 6. Budget

Applicants must provide a budget broken down by cost type and by task. Cost estimates should be consistent with the work plan. All costs must be eligible. If awarded funding, this Budget will be incorporated into the Grant Agreement. Refer to the Department's website for an excel version of this spreadsheet.

## 7. Project Map(s)

The following maps must be included in the application:

- A location map that identifies the project relative to nearby cities and/or landmarks
- A site map that identifies the project location, extent, and areas of impact relative to property boundaries and relevant landscape features (e.g., stream corridors)
- A parcel map that depicts the APNs of the parcels impacted by the project.
- Additional maps that further describe or otherwise support the proposal may be included.

All maps must be of sufficient resolution to be legible if printed on an 8  $\frac{1}{2}$ " x 11" sheet of paper.

The applicant may submit geographic information system (GIS) data along with any maps.

#### 8. Photos

Applicants must provide photos of the proposed project site sufficient to convey the before condition of the site in the application.

#### 9. Environmental Documentation

The proposed project (select the appropriate answer):
$\square$ Is not a project under CEQA. Briefly specify why.
☐ Is exempt under CEQA. Provide the CEQA exemption number and specify how the project meets the terms of the exemption.
☐ Requires Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report. Specify the lead CEQA agency (the agency certifying the document) and the expected completion date.

Provide the documentation prepared in accordance with the Environmental Compliance sub-section of the solicitation (see page 26).

# 10. Authorizing Resolution from Governing Body

Applicants must submit a signed Resolution of Support adopted by the entity's governing body that evidences authority to submit the application and, if awarded funding, to enter into and perform under the terms of the Grant Agreement template (Appendix C).

#### The resolution must:

- Authorize the submittal of the grant application for a 2022 Multi-Benefit Land Repurposing Program grant.
- Certify that the Applicant understands the assurances and certification in the application,
- Authorize entrance into a grant agreement with the Department for the project and accept the template terms and conditions, if the project is awarded funding.
- Authorize a designated individual to, as agent, accept the award of grant funding and to execute tasks, such as signing documents, related to the application, grant agreement, reimbursement requests, if the project is awarded funding.

#### APPENDIX E: Best Practices for Disadvantaged Community Engagement

The Multibenefit Land Repurposing Program prioritizes the achievement of disadvantaged community benefits through the development and execution of all deliverables. For the purposes of this program, a disadvantaged community is defined as a community with a median household income less than 80 percent of the statewide average.

To meet this goal, the Department has outlined basic requirements for disadvantaged community engagement in the Guidelines. This Appendix provides a set of best practices grantees should also consider when engaging disadvantaged communities in their planning and project development efforts to meet the program requirements and meaningfully incorporate disadvantaged communities in their land repurposing efforts. These best practices should serve as a starting place for each grantee's work with disadvantaged communities and should be expanded upon to meet the needs of the disadvantaged communities each grantee works with.

#### Language Access

- Materials used to conduct outreach to disadvantaged communities should be translated to the most spoken language in the relevant disadvantaged community, and, where feasible, into the second and third most spoken languages in that community.
- Grantees should employee bi-lingual staff or hire bi-lingual subcontractors to facilitate engagement with disadvantaged communities.
- Grantees should provide interpretation services for the most spoken languages in the relevant disadvantaged communities at each meeting.
- Offer at least one meeting during each stage of a plan or project's development in the most spoken language of the relevant disadvantaged community.

#### Meeting Notifications

- All hearing, workshop and/or meeting times should be posted well in advance, but no less than 72 hours ahead of time.
- Meeting notices should be easy to find and shared via multiple formats (e.g., via door-to-door outreach, mailings, online, at physical locations frequented by disadvantaged community members, etc).
- Door-to-door outreach should be prioritized over online postings and mailings.
- All meeting materials, including agendas, reference documents, translated materials, and detailed information regarding participation should be shared at least 72 hours in advance of the hearing or meeting, and further in advance where feasible.
- All meeting materials, including agendas, reference documents, translated materials, and detailed information regarding participation should be provided to key community-based stakeholders for dissemination to interested residents well in advance of the hearing or meeting.
- Translated materials should be posted at the same time as all other materials.

#### In Person Meetings

- Provide children's activities (stickers, coloring books, etc.) or childcare to allow caregivers to attend.
- Host meetings at a location accessible via public transit and/or provide transportation to and from the meeting.
- Provide refreshments and/or food at the meeting if the meeting is held during regular meal times.
- Provide multiple options for participation (e.g., in-person or virtual, verbal, written, tactile, etc).
- Offer meetings during non-business hours to allow broad participation by members of the public.

#### Virtual Meetings

- For meetings conducted via webinar, offer a telephone call-in option for individuals who may not have access to reliable internet.
- In situations where multiple individuals from one household log-in or call-in using one line, allow each person on the line time to speak equal to that allowed for a single commenter calling in from their own line. This should be allowed without the household having to disconnect and reconnect to return to the queue.
- Offer meetings during non-business hours to allow broad participation by members of the public.